

EXECUTIVE SECRETARIAT

Routing Slip

NO.		ACTION	INFO	DATE	INITIAL
1	BSC				
2	BNSL				
3	EXOIR				
4	D/ICS				
5	BRI				
6	BDA				
7	BDO				
8	BDSAT				
9	Chancery				
10	DC				
11	DI				
12	Ccept				
13	D/EDD				
14	D/Pars				
15	D/ODA				
16	D/PAD DSA				
17	DS/PA				
18	D/PRO				
19	D/R/CS				
20	D/RS/CS				
21					
22					
	SUSPENDED				
		Unit			

STAT

[Redacted]
Executive Secretary
9/21/83
Date

Washington, D.C. 20530

LIMITED OFFICIAL USE

September 19, 1983

MEMORANDUM FOR: D - Mr. Dam
 P - Mr. Eagleburger
 E - Mr. Wallis
 S - Mr. Schneider
 M - Mr. Van Gorkom
 C - Mr. Derwinski
 A - Mr. Tracy
 AF - Mr. Crocker
 ARA - Mr. Motley
 CA - Mr. Asencio
 EA - Mr. Wolfowitz
 EB - Mr. McCormack
 EUR - Mr. Burt
 HA - Mr. Abrams
 INM - Mr. DiCarlo
 JNR - Mr. Montgomery
 IO - Mr. Newell
 L - Mr. Robinson
 NEA - Mr. Veliotes
 OES - Mr. Malone
 PA - Mr. Hughes
 PM - Mr. Howe
 S/CPR - Mrs. Roosevelt
 S/P - Mr. Bosworth
 ACDA - Mr. Adelman
 AID - Mr. McPherson
 USIA - Mr. Hursh-Cesar
 NSC - Mr. Kimmitt
 OSTP - Mr. Linder
 TREAS - Mr. Pickford
 DOD - Col. Stanford
 USDA - Mr. Lett
 USDOC - Ms. Robbins
 DOT - Ms. Anderson
 USTR - Mr. Whitfield
 CIA - [redacted]

STAT

SUBJECT: Visit of President Reagan and Secretary Shultz
 to East Asia and the Pacific, November 2-16, 1983

COORDINATOR: Michael W. Michalak, EA, tel. 632-2146, Room 6205

S/S-S ACTION OFFICER: Walter Pflaumer, tel. 632-8338, Room 7241

This memorandum assigns responsibilities for the preparation of briefing materials for use by the President and Secretary Shultz during the President's visit to Hawaii, Guam, the Philippines, Indonesia, Thailand, Japan, and Korea.

LIMITED OFFICIAL USE

 DCI
 EXEC
 REG

T-263

LIMITED OFFICIAL USE

-2-

1. MEMORANDA TO THE PRESIDENT FROM SECRETARY SHULZE.

A. EA should prepare a memorandum for the President from the Secretary outlining the setting and key objectives for the trip in general. The memo should be no more than two pages in length and should not include talking points or underlining. S/S will provide a format sample. The memo is due in S/S-S in final form with all appropriate clearances (P and S/P at a minimum) by COB on October 17.

B. EA should prepare a memorandum from the Secretary to the President for each country visited. These memoranda should outline the setting and key issues for the individual countries. The primary focus for each should be the President's meeting with the head of state/head of government. These memos should expand on any relevant themes previously mentioned in the Secres described in 1A and discuss other key issues. Each memo should not exceed two pages in length and there should be no underlining. S/S will provide a format sample. As an attachment to each memo, EA should provide one page of bullet-style talking points for the President to use in his meeting with the head of state or government. These memos are due in S/S-S with all appropriate clearances by COB on October 17.

2. ADDITIONAL BRIEFING MATERIALS FOR THE PRESIDENT. EA should provide bullet-style talking points for each substantive meeting and event in which the President will participate, other than those covered in 2B above. These should be done on State Department Briefing Paper and should be under cover of a Hill-Clark. S/S will provide a format sample. These talking points are due in S/S-S with all clearances by COB on October 17.

3. MEMORANDUM FOR THE SECRETARY FOR USE IN BRIEFING THE PRESIDENT. EA should provide a memorandum for the Secretary to aid him in briefing the President prior to the visit. The paper should be a road map to guide the Secretary through the briefing, point by point. It should include talking points on each issue to be discussed. The memo should be divided into sections, with one on the trip as a whole and a separate one on each country to be visited. Each section should begin on a new page and should not exceed three to four pages in length. S/S will provide a format sample. The memo is due in S/S in final form with all clearances by COB on October 21.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

-3-

4. CHECKLIST FOR THE SECRETARY. EA should prepare a checklist for the Secretary's use on each country visited. This checklist, in the form of a briefing memorandum from Assistant Secretary Wolfowitz, should be a brief reiteration of our positions on the major issues to be addressed during the trip and should be based on the talking points for the Secretary's briefing of the President. S/S will provide a format sample. The checklist should not exceed one and a half pages and is due in S/S-S by COB on October 21.

5. ACTION MEMORANDUM TO THE SECRETARY ON HIS PARTICIPATION IN THE VISIT. EA should provide an action memo to the Secretary by COB on October 7 with recommendations as to his participation in the visit. This should include every event in which he may participate.

6. BRIEFING MEMORANDA AND BULLET PAPERS FOR THE SECRETARY. EA should prepare separate briefing memoranda and bullet papers for the Secretary from Assistant Secretary Wolfowitz for any bilateral meetings the Secretary has. The format is the standard one for the Secretary's meetings with foreign leaders, with no underlining. A briefing memorandum should also be prepared in this format for the Secretary's meeting with the ASEAN foreign ministers. These memoranda and attached bullet papers are due in S/S-S in final form with appropriate clearances by COB on October 21.

7. SCENARIOS FOR THE SECRETARY. EA should prepare individual scenarios for use by the Secretary for every event in which he will participate. These are due in S/S-S in final form by COB October 25. Dinner and luncheon scenarios should have as attachments a seating chart (if possible), guest list, and a toast (if appropriate).

8. PUBLIC STATEMENTS. EA should prepare drafts of any public statements that will be made by the President or the Secretary. At a minimum, these statements should be cleared by P and S/P. Statements should be double spaced on plain white bond with those for the White House done under cover of a Bill-Clark. For the Secretary's statements, each page should end with a complete sentence. Statements should be in S/S-S with all clearances by COB on October 14. At this time, the following statements are needed (additional statements may be required later).

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

-4-

Except where indicated, all statements are for delivery by the President.

GUAM

1. Arrival Statement
2. Remarks to Leaders

PHILIPPINES

1. Arrival Statement
2. Luncheon Toast
3. Departure Statement

INDONESIA

1. Arrival Statement
2. ASEAN Remarks
3. ASEAN Expanded Luncheon Toast
4. Wreath Laying (Kalibata)
5. Remarks to Embassy Staff
6. Dinner Toast
7. APCAC Speech
8. Departure Statement

THAILAND

1. Arrival Statement (contingency)
2. Acceptance of Honorary Degree
3. Luncheon Toast
4. Meeting w/Indochinese Refugees/Amerasian Children
5. Departure Statement (contingency)

JAPAN

1. Welcome Remarks (delayed arrival statement)
2. Call on Emperor
3. Luncheon Toast
4. TV Interview
5. Press Reception
6. Dinner Toast
7. Diet Speech
8. Veteran's Day Event at Yokota
9. Secretary's Toast at Foreign Minister's Lunch
10. Keidanren Japan/American Society Reception
11. ACCJ Reception (remarks/toast)
12. Departure Statement

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

-5-

KOREA

1. Arrival Statement (airport)
2. Welcome Statement (Yoido)
3. ROK Army Statement
4. Luncheon Statement to U.S. Troops
5. Statement at Mortar Platoon Site
6. Remarks at Camp Collier
7. Dinner Toast
8. National Assembly Speech
9. Tree Planting
10. Reception w/National Assembly Members
11. Luncheon Toast
12. Remarks to Embassy Staff
13. Departure Statement

9. BIOGRAPHIC MATERIAL. EA should provide S/S-S with a list of foreign officials the President and the Secretary are likely to meet during their visit. The list is due in S/S-S by COB on September 30.

10. SCHEDULES SHOWING THE PRESIDENT'S AND SECRETARY'S PARTICIPATION IN EVENTS. EA should prepare separate schedules on plain white bond paper for the Secretary and the President, showing only events in which each will participate. EA should also prepare a summary schedule on plain white bond listing all events during the trip. S/S will provide format samples. The schedules are due in S/S-S by COB on October 20.

11. BACKGROUND PAPERS. The following one-page background papers are required for use by the President and the Secretary. S/S will provide a format sample. All of these papers should be cleared with EA and routed through the Trip Coordinator. They are due in S/S-S with all clearances by COB on October 12.

<u>PAPER</u>	<u>DRAFT</u>	<u>CLEAR</u>
--------------	--------------	--------------

General

1. Chinese Foreign Policy in Asia	EA	P, T, DOD, CIA, PM
2. Soviet Foreign Policy in Asia	EUR	P, T, DOD, CIA, PM
3. Pacific Basin Initiative	EA	E, EB, AID
4. Global Economic Issues	EB	E

LIMITED OFFICIAL USE

~~LIMITED OFFICIAL USE~~

C-

PAPER

DRAFT

CLEAR

Philippines

1. Political Normalization	EA	P
2. Human Rights	EA	HA, P
3. Security Relationship	EA	PM, DOD, T
4. Economic Situation and U.S. Measures	EA	E, EB, DOC, USTR, TREAS, USDA
5. Trade and Transportation Issues	EA	EB, DOT, E
6. The Aquino Aftermath	EA	P, DOD, HA, PM
7. International Issues of Common Accord	EA	PM, DOD, P

Indonesia

1. Indonesian Foreign Policy	EA	DOD, P, CIA, PM
2. The Indonesian Political Scene	EA	P, HA
3. The Indonesian Economy and U.S.- Indonesian Economic Relations	EA	E, EB, DOC, TREAS, USTR
4. Commercial Issues	USDOC	E, EB, TREAS, USTR, USDA
5. Security Issues	DOD	T, PM, EA, CIA
6. Scientific and Technological Commodities	OES	EA, OSTP
7. Human Rights	EA	HA

ASEAN

1. Trade Issues	EA	E, EB, DOC, TREAS, USTR, USDA
2. Commodities	EA	E, EB, DOC, TREAS, USTR, USDA
3. ASEAN-U.S. Economic Cooperation	EA	E, EB, DOC, TREAS, USTR, OES, USDA
4. Whither ASEAN	EA	P
5. Indochina	EA	P, PM
6. Other ASEAN Political Issues	EA	P, PM

Thailand

1. Economic Issues	EA	E, EB, DOC, TREAS, USTR, USDA
2. Treaties under Negotiation	EA	L, P, OES
3. Refugees and Piracy Refugees	EA	RP, P
4. Narcotics	EA	INM
5. Security Issues, Security Assistance	EA	P, T, DOD, PM
6. Yellow Rain	EA	P, DOD, CIA, PM

~~LIMITED OFFICIAL USE~~

~~LIMITED OFFICIAL USE~~

-7-

Japan

1. Bilateral Economic Issues	EA	E, EB, USTR, DOC, TREAS, USDA
2. US-Japan Cooperation on Global Economic Issues	EA	E, EB, USTR, DOC, TREAS, USDA
3. Japanese Defense	EA	P, DOD, CIA, PM, T
4. International Political Issues	EA	P, CIA
5. Soviet Relations and Arms Control	EUR	P, ACDA, DOD, PM, CIA
6. Scientific Issues	OES	T, E, DOC
7. Oceans Issues	OES	E, LR, DOC

Korea

1. Security on the Peninsula (military balance; US-ROK Security arrangements)	DOD	PM, T
2. Current Issues in US-ROK Security Relations	EA	DOD, PM, T
3. Current Issues in US-ROK Economic Relations	EA	USTR, DOC, USDA, E, EB
4. The Korean Political Situation and Prospects for Stability	EA	P, CIA
5. The Situation in North Korea	CIA	P, DOD, PM
6. North-South Korean Relations: Prospects for Tension Reduction	EA	P, DOD, CIA, PM
7. China, the USSR and the Korean Peninsula	EA	EUR, P, CIA, PM
8. ROK Foreign Policy Priorities	EA	P, CIA, PM

12. COUNTRY PROFILES. EA should prepare one-page profiles for all countries participating in the ASEAN foreign ministers meeting. These papers should provide a brief history of the country, assess recent political and economic developments and describe the state of U.S. relations with the country. S/S will provide a format sample. As a covering paper, EA should do a one-page profile of southeast Asia as a whole that ties together themes developed in the individual papers. The profiles, under cover of a Hill-Clark, are due in S/S-S with INR, P and other appropriate clearances by COB on October 12.

13. PRESS THEMES. EA should prepare press themes for contingency use by the Secretary, one set for the overall trip and a set for each country. They should be done on plain white bond and should be cleared by P, PA and S/P at a minimum. The themes are due in S/S-S by COB on October 19.

~~LIMITED OFFICIAL USE~~

LIMITED OFFICIAL USE
-8-

FORMAT

All papers going to the White House must be letter-perfect. Be sure to place drafting and clearing information for all background papers/country profiles plus papers for the White House on a separate page. S/S-S requires the original plus two copies of all material.

Corey

Charles Hill
Executive Secretary

(TRIP#314)

LIMITED OFFICIAL USE